



JPL Ethics Briefs

JPL Values...Openness Integrity Quality Innovation

FY2004 Ethics Training Results – 99.8% Complete!

On September 30, 2004, the Ethics Office conducted its last of 134 FY 2004 live training sessions. During the fiscal year, over 5,400 employees received training by either attending a live session or taking the course on-line. JPL achieved an unprecedented training completion rate of 99.8%. This compares with a previous high of 93% a few years ago. All but 13 JPL employees completed the FY2004 training course.

As part of last year's on-line module we solicited feedback from on-line users about our training content and system improvements for FY2005. Over 2200 employees responded and we collected 50+ pages of comments, criticism and recommendations. The following were the most frequent suggestions:

- 1) Develop an on-line version that is easily accessed by all computing configurations.
- 2) Make the on-line version faster paced.
- 3) Include ethics information that has not been covered before.

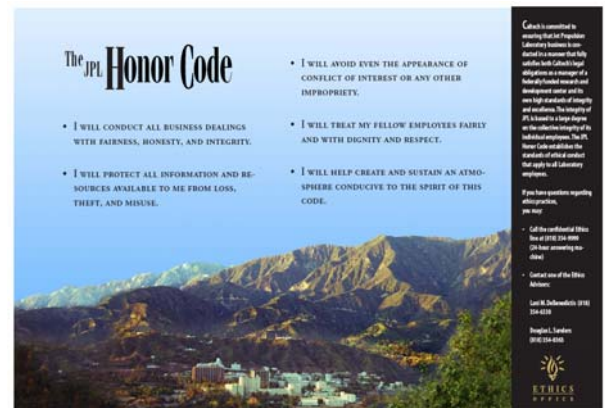
The Ethics Office will integrate these comments into the 2005 training. For example, we plan to use an integrated presentation medium, such as Flash MX, to eliminate most of the technical and player issues you reported. In addition, we are looking for new ways to present new information on ethics topics.

Our special thanks to each of the Directorate leaders for ensuring that every employee was informed and provided the opportunity to complete the mandatory course.



Last year, many of you encouraged us to dust off the JPL Honor Code and to make it part of our ethics awareness strategy.

This month we will distribute these posters throughout the Lab. Please contact us if you would like a copy of the Honor Code to display in your area.



We are also planning another poster that emphasizes the JPL values listed on the masthead above.



Speak Up! We're Listening.

This month JPLers will have an opportunity to tell us how we are doing by completing a new Labwide survey. It has been almost a decade since JPLers were solicited for their thoughts and ideas. The 2005 Survey will include specific questions about JPL's culture. We strongly encourage each of you to provide your thoughts, impressions about JPL's Values, our ethics program and your impressions about JPL as an ethical place to work.



Are you engaged in an outside business or personal activity that may conflict with your JPL duties?

If so, and you haven't completed an Application for Outside Employment, Consulting or Business Activity, contact the Ethics Office to see if one is required. Your outside activities must be disclosed and authorized *prior* to the start of that activity.

JPL employees may engage in outside business activities, such as consulting, teaching or other paid or volunteer activities, provided there is no actual, apparent or potential conflict of interest or commitment. Specifically, an employee's involvement in outside activities must not adversely influence or affect their independence and objectivity in making decisions or interfere with the timely and effective performance of their JPL responsibilities.

Employees are required to complete a separate application for each activity and then update them on a one-page form that we send out annually. Many volunteer activities (e.g., religious or civic) and some paid activities (e.g., one-time speeches to nonprofit organizations) do not require a completed application. But give us a call to check it out.

Caltech employees may engage in outside business activities, such as consulting, teaching or other outside employment, provided there is no actual, apparent or potential conflict of interest or conflict of commitment. Specifically, an employee's involvement in outside business activities must not adversely influence or affect their independence and objectivity in making decisions or interfere with the timely and effective performance of their JPL work.

All JPL employees, including our affiliates, are expected to meet high standards of performance, conduct business with integrity and must avoid even the appearance of a conflict of interest in their dealings.

If you are unfamiliar with this JPL requirement, please read JPL Rules, Doc ID 58718. An Application for Outside Employment, Consulting or Business Activity is available on-line and should be forwarded to the JPL Ethics Office at mail stop 114-120.

Join us in welcoming Karen Bermeo to the Ethics Staff!

Effective January 10, 2005, we are pleased to announce Karen Bermeo as our newest member to the Ethics team as a Senior Ethics Advisor. Karen comes to us from JPL Employee Relations where she partnered with the Ethics Office on resolving employee issues and investigations. She has over 20 years of Human Resources experience and has held various positions, including Director of Human Resources for a local entertainment company. In addition to the entertainment industry Karen has worked for environmental engineering, financial and not-for-profit organizations. Karen has a BS in Business from Woodbury University.